

**DISTRICT FIRE CHIEF
STUDY GUIDE**

A written examination for the class of **DISTRICT FIRE CHIEF** to be administered in **JEFFERSON PARISH F.P.D.** on **MAY 26, 2010**, will consist of approximately **110** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE SERVICE MANAGEMENT Knowledge of the principles of effective fire service management involving planning, organizing, directing, inspecting, and evaluating departmental operations; personnel management; and managing equipment, property, and supplies.	24.5%
RECORDS/REPORTS Knowledge of effective records-management practices, including preparation, content, format, control, and retention; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports.	5.5%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, and the public.	9.1%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.	24.5%
FIREGROUND COMMAND Knowledge of fireground command procedures sufficient to direct emergency scene operations and to supervise subordinate employees at the scene of an emergency in the following areas; performing size-up; directing rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage, overhaul, first aid, CPR, and emergency medical services; overseeing safety procedures; handling hazardous materials; and maintaining fireground communications.	24.5%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE PREVENTION AND INVESTIGATION Knowledge of fire prevention and investigation procedures sufficient to perform the duties related to pre-fire planning, fire inspections, and fire investigations, including cause, origin, and circumstances of a fire, evidence collection, and court testimony.	11.8%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE COMMAND, Brunacini, Alan V., NFPA, 2nd ed., 2002.

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting, 4th ed., 1998.

Introduction to Fire Origin and Cause, 3rd ed., 2005.

OTHER RECOMMENDED PUBLICATIONS:

KIRK'S FIRE INVESTIGATION, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 5th ed., 2002.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feel constrained to limit examination questions

to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.